

**CODE: 1511**  
**FLSA: EXEMPT**  
**GRADE: 20**

**TOWN OF VIENNA, VIRGINIA**  
**JOB DESCRIPTION**

**JOB TITLE: SENIOR PLANNER**  
**PLANNING AND ZONING DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Under limited supervision, performs professional planning and supervisor work to assist in the development and implementation of the Town's planning and zoning program. Work involves conducting urban planning and land use; researching; preparing special reports; studying, analyzing, and reviewing long range architectural, development, and construction plans; writing and proposing ordinances to conform with State requirements; ensuring planning and zoning actions; complying with codes, ordinances, and established policies; making presentation to various boards and Town Council; serving as staff member to the Board of Architectural Review; writing staff reports for the Board of Architectural Review and Town Council agendas; guiding, training, and directing work of technical Planning and Zoning staff; overseeing and coordinating special projects; and directing the department in the Director's absence. Reports to the Director of Planning and Zoning.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Serves as staff member to the Board of Architectural Review; accepts and reviews applications; prepares agenda for each meeting; writes staff reports for each item/application.

Researches and develops special studies, reports, and plans for future development of resources, Town facilities, and services that will be required by the community; develops, designs, and assists contractors/consultants with design work.

Prepares Requests for Proposals such as for the Maple Avenue Feasibility study, traffic claming study, Geographical Information System services, etc.

Directs the department in the absence of the Director.

Reviews and processes building permits in the absence of the Planner.

Serves as the Geographical Information System Manager; coordinates work schedule and deliverables with the consultant; coordinates consultants pay schedule.

Conducts the Board of Architectural Review inspections to ensure what was constructed meets the approved motion of the Board.

Creates and compiles the Chesapeake Bay Evaluation Compliance forms; maintains forms; guides the Planner with any questions for properties within the Chesapeake Bay Areas.

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Assists in the Comprehensive Plan updates; coordinates work of the Land Use Committee; assists on gathering information for the Geographical Information System maps; conducts field investigation of existing sidewalks.

Gathers Town of Vienna demographic information for the Finance Department.

Determines if applicants qualify for the Rehab Tax Abatement; calculates the increase in building footprint to ensure the proposed development complies with Code; completes paperwork with application accordingly.

Gathers all information for the Recycling Grant application; calculates the costs the Town has endured throughout the year; prepares Recycling Grant application and report.

Researches historic recycling information for the Town; coordinates efforts with recycling with the Department of Public Works.

Reviews Planning Commission and Board of Zoning Appeal applications; writes comments on the plans; discusses comments at staff review.

Coordinates research, information gathering, etc. with the consultant; reviews draft copies; sets up meetings with the Town Council to discuss progress and drafts; serves as lead contact person.

Prepares Request for Proposals as needed; reviews bids; conducts interviews; makes recommendations through scoring.

Processes and reviews application in the Church Street Vision; prepares Town Council agenda; completes the application; presents information to the Town Council via a presentation.

Researches information for the Town Council such as comparing how the surrounding jurisdiction measure building height and how the Town of Vienna compares to that, permit fees in surrounding area to ensure Town of Vienna is consistent, etc.

Guides, trains, and directs the work of technical planning and zoning staff; assists with problems; assigns work.

Oversees and coordinates special projects.

Meets with the public.

Writes, reviews, proposes, and presents amendments to various Town ordinances.

Signs permits; approves requests in the Director's absence.

Receives and/or reviews various records and reports such as Board of Architectural Review applications, building permit applications, special reports, Rehab Tax Abatement forms, and Church Street Vision sign applications.

Prepares and/or processes various records and reports such as Board of Architectural Review staff reports and agendas, building permit applications, Town Council agendas, Requests for Proposals, and memorandums to the Director of Planning and Zoning.

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Refers to Town of Vienna Code Book; State of Virginia Code; Planning and Law manuals; American Planning Association website, guides, magazine, etc.; old project files, memorandums, reports, etc.; policy and procedure manuals; laws / regulations; publications and reference texts; etc.

Operates a variety of equipment such as computer, calculator, telephone, digital camera, copier, printer, etc.

Uses a variety of tools such as engineering/architectural scales, triangle, circle template, calculator, project files, etc.; a variety of supplies such as paper, Fairfax County Building Application forms, computer supplies, general office supplies, etc.; and a variety of computer software such as Microsoft Word, Microsoft Outlook, ArcView, ArcGIS, Microsoft Access, Microsoft Excel, etc.

Interacts and communicates with various groups and individuals such as the Director of Planning and Zoning, Planning and Zoning group, Department of Public Works, Town Manager, Town Council, and the general public.

### **ADDITIONAL JOB FUNCTIONS**

Covers telephones and front desk when the department is short staffed.

Accepts building permit applications.

Provides backup support when staff is absent.

Fills in for the Director and the Planner when needed.

Performs general office/administrative work as required, including but not limited to attending meetings, typing reports and correspondence, entering computer data, copying and filing documents, answering the telephone, etc.

Performs related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a Bachelor's degree but a Master's degree is desired in urban planning, geography, or related field supplemented by two to three years of professional urban planning experience; or an equivalent combination of education, training, and experience, which provides the required knowledge, skills, and abilities. Must have a valid State driver's license.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which involves some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 20 pounds).

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**Data Conception:** Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communications:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to subordinates and receiving assignments and/or direction from supervisor.

**Language Ability:** Requires ability to read a variety of strategic plans and proposals, architectural drawings, codes, analytical reports, correspondence, etc. Requires the ability to prepare complex plans and reports, analytical reports, correspondence, etc., with proper format, punctuation, spelling, and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to deal with several abstract and concrete variables. Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach employees. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including planning, community development, zoning, land use development, economics, etc.

**Numerical Aptitude:** Requires the ability to add and subtract totals, to multiply and divide, to utilize mathematical formulas, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion. Must be able to use advanced applications of algebra, geometry, trigonometry and statistics.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width, and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes using office machinery; to operate motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, etc. Must have moderate levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines.

**Physical Communications:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

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### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, procedures and policies of the Planning and Zoning Department as they pertain to the performance of duties of the Senior Planner. Has knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Has thorough knowledge of the principles, theories, practices, and methodologies of urban planning. Is able to apply knowledge of economics, land development, civil engineering, architecture, transportation engineering, zoning, finance and sociology in the planning process. Has a thorough understanding of land use concepts, population densities, and annexation problems. Has knowledge and skills required in determining needs of the Town and ensuring that those needs are met. Is able to assimilate both technical and theoretical concepts from many diverse disciplines and apply the knowledge in creative and intuitive ways to solve unique problems. Has specific knowledge of Town/county ordinances as they apply to the duties and responsibilities of the position. Is able to coordinate department activities with other Town and county departments, property/business owners, residents, and community leaders in order to accomplish goals and complete projects. Has thorough knowledge of planning and development and land use terminology. Is able to efficiently and effectively collect, tabulate, and analyze relevant data and apply it to the planning process. Is able to work under stressful conditions related to balancing multiple projects within the constraints of time available, personnel capabilities, financial resources, and political considerations. Is able to react professionally at all times, dealing with sensitive situations with tact and diplomacy. Is able to make effective presentations and speeches. Is able to make sound, educated decisions. Has knowledge of how to apply supervisory concepts and principles. Is able to offer instruction and advice to subordinates regarding departmental policies, methods, and regulations. Is able to perform employee evaluations and to make recommendations based on results. Is able to offer training and assistance to co-workers and employees of other departments as required. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to learn and utilize new skills and information to improve job performance and efficiency. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear, and effective manner. Has thorough knowledge of proper English usage, vocabulary, spelling and basic mathematics. Has thorough knowledge of modern office practices and technology. Has knowledge of and skill in the use of computers for data and word processing. Has knowledge of how to react calmly and quickly in emergency situations. Is able to maintain positive customer-focused relationships with co-workers, supervisors, agencies, the general public, and all other internal and external customers. Has knowledge of how to personally demonstrate appropriate customer service skills.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

**Quantity of Work:** Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

**Dependability:** Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

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**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

**Relationships with Others:** Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

**Planning:** Plans, coordinates and uses information effectively to enhance activities and production. Knows and understands expectations regarding such activities and works to ensure such expectations are met. Develops and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

**Organizing:** Efficiently organizes own work and that of subordinate staff. Ensures that personnel understand what results are expected of them, and that each is regularly and appropriately informed of all matters affecting or of concern to them.

**Staffing:** Works with upper management, where appropriate, to select and recommend employment of qualified personnel. Personally directs the development and training of personnel under charge, ensuring their proper induction, orientation and training.

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**Leading:** Provides a work environment, which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to personnel under charge concerning their performance. Commends and rewards personnel under charge for outstanding performance, and takes timely and appropriate disciplinary action as necessary. Exercises enthusiasm in influencing and guiding others toward achievement of established goals and objectives.

**Controlling:** Provides a work environment, which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of established standards, methods and procedures.

**Delegating:** Assigns duties as necessary and/or appropriate to meet goals, enhance abilities of personnel under charge, build their confidence and assist them in personal growth. Has confidence in personnel under charge to meet new or additional expectations.

**Decision Making:** Exercises discretion and judgment in developing and implementing courses of action affecting functions under charge. Recognizes when a particular policy, procedure or strategy does not foster the desired result, and moves decisively and explicitly to develop and implement alternatives.

**Creativity:** Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change that supports achievement of goals and objectives.

**Human Relations:** Strives to develop and maintain excellent rapport with personnel under charge. Listens to and considers their suggestions and complaints, and responds appropriately. Establishes a work environment to promote and maintain mutual respect.

**Policy Implementation:** Has a clear and comprehensive understanding of policies regarding functions under charge and the function of the organization. Adheres to policies in the discharge of duties and responsibilities, and ensures the same from personnel under charge.

**Policy Formulation:** Maintains awareness of changes in operating philosophies and policies, and routinely reviews policies to ensure any changes in philosophy or practice are appropriately incorporated into functions under charge. Recognizes and understands the relationship between operating policies and practices and morale and performance. Strives to ensure that established policies enhance same.

**DISCLAIMER:** This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.